



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055

Position:

Secretary

Position #:

917-191-1176-001

Salary Range:

\$2,686 - \$3,363

Issue Date:

November 14, 2013

Contact:

Stefanie Reyes

(916) 322-8022

stefanie.reyes@bscc.ca.gov

Location:

Board of State and Community
Corrections

600 Bercut Drive

Sacramento, CA 95811

Final Filing Date:

December 02, 2013

Statewide

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State
Application and Resume to:**

BOARD OF STATE AND
COMMUNITY CORRECTIONS

ATTN: **Stefanie Reyes**

600 Bercut Drive

Sacramento, CA 95811

Please write "917-191-1176-001" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the supervision of the Standards and Training for Corrections (STC) Deputy Director (CEA III), incumbent performs secretarial support function for the Deputy Director in highly sensitive, difficult administrative areas. The STC Secretary will perform the following duties:

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Attend committee meetings (e.g., advisory committees, task force committees, and ad hoc committees) and division staff meetings and transcribe minutes from recorded information. Prepare agendas and background materials for meetings, and distribute in accordance with public notice requirements. Schedule appointments and meetings for the Deputy Director and staff project leaders; arrange meeting locations and conference rooms throughout the state; prepare necessary agendas and related materials; make travel arrangements and process associated travel expense claims for the Deputy Director, Field Representatives, and committee members; make out of state travel arrangements for STC staff.
- Manage files for agencies participating in the Annual Training Plan (ATP) Program. Maintain Compliance Monitoring binders and files. Track incoming documents from agencies to ensure adherence to STC policies.
- Advise staff of training opportunities and schedule training sessions. Complete the necessary forms to ensure enrollment, billing and payment for attendance in training courses.
- Handle a variety of telephone calls and routine correspondence using discretion, tact, and judgment in providing information and assistance to inquiries from the public, legislators, and other local, state, and federal government officials.
- Review outgoing correspondence prepared by other staff for the Deputy Director's signature for consistency with administrative policy, format, grammatical construction and clerical errors; and edit documents and speeches.
- Maintain confidential and administrative files; coordinate division attendance; and perform other related duties. Update and maintain Travel Log, Travel Expense Claims (TEC) Log and Revolving Fund Check Request Log. Provide assistance to CSA staff and committee members when needed.

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12